

**The Department of Community Planning & Development**  
**City Hall, Lynchburg, VA 24504** **434-847-1508**

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**MEMORANDUM**

**To:** Members of the City Council  
**From:** Judith Wiegand, Strategic Planner  
**Date:** April 12, 2002  
**Re:** Comprehensive Plan Update: April 16, 2002

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Recently I provided a copy of the revised schedule for adoption of the Comprehensive Plan to each of you. This schedule was developed by Kim Payne, Rachel Flynn, Wayne Dahlgren, the plan consultants, and me.

This revision of the schedule was necessary due to changes at Mary Means & Associates, the consultants who have been working on the Plan since 1999. Phoebe Kilby is now the primary consultant working with me to complete the Plan. Phoebe has been involved in development of the Plan since the beginning, but has now stepped into a major role.

We are completing the implementation strategies, the Future Land Use Map, and the introductory/explanatory sections of the draft Plan. We are also assembling the photographs, illustrations, and other maps that will be included.

The Communications & Marketing department has agreed to provide graphic design assistance to lay out the final plan (following its adoption) and to put it on the City's Website. Several other localities have put their plans on the Web in an interactive format that enables users to search the Plan for needed information. This is also expected to reduce the need for paper copies of the Plan. Communications & Marketing has also agreed to assist me with preparation of a short summary for public information about the Plan.

The consultants and I will provide a copy of the draft Plan to the Council, the Planning Commission, and the Citizen Steering Committee on or about May 22. You are invited to attend the May 29 and June 12 meetings of the Citizen Steering Committee (CSC) during which the members will discuss the draft Plan and reach agreement on any changes.

I will attend your worksessions on June 25 and July 9, to discuss the draft Plan to you and answer any questions you may have.

In the meantime, please feel free to contact me about any issues or questions that arise.

Thank you.